



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:

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Instruction Memorandum No. **CA-2002-033**

Expires: 09/30/2003

To: CASO, NORCAL and CENCAL Managers and Supervisors

From: DSD, Support Services

Subject: Managing Official Time

Requests for official time for Local 951 President Rosemerida Lucero are mounting up relating to ongoing labor relation activities and requests to negotiate. Such requests include important issues such as implementing office moves, office remodels, moving employees space, new technologies, e.g., automated paycheck, voice and data communication systems.

In order to sustain effective labor-management relations and coordinate dates and times for negotiations it is essential that we follow the existing labor contract in requesting and coordinating the release of union officials. Please review and follow Article 33, Use of Official Time, page 71 of the Labor Agreement dated July 12, 1996.

All requests for Rosemerida Lucero's time must go through her supervisor, Bill Ming. Please do not send requests directly to Rose (see section 33.5, a-d). All union related e-mail should be sent to State Office CA-Union Office/CASO/CA/BLM/DOI@BLM. Please do not send union e-mail to Rose's individual e-mail account.

Following is Rose's current schedule of contract negotiations. Please call Bill Ming for updates.

Mar 11 - 15 Ongoing contract negotiations
Mar 25 - 29 Ongoing contract negotiations
Apr 8 - 12 Ongoing contract negotiations
Apr 22 - 26 Ongoing contract negotiations
May 6 - 10 Ongoing contract negotiations
May 20 - 24 Ongoing contract negotiations
Jun 3 - 7 Ongoing contract negotiations

Jun 17 - 21 Ongoing contract negotiations

The process outlined in Article 33 mentioned above applies to all union stewards as well as employees. Therefore, all requests for official time must go through the supervisor of the employee(s) involved.

If you have any questions, do not hesitate to call me at 916-978-4501.

Signed
Karen Barnette

Authenticated
Louise Tichy
Records Management